



CITY OF ST. PAUL  
DEPARTMENT OF SAFETY AND INSPECTIONS  
375 JACKSON STREET, SUITE 220  
ST. PAUL, MINNESOTA 55101-1806

MECHANICAL PERMIT APPLICATION

Visit our Web Site at: [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

PROJECT ADDRESS	Number	Street Name	St. Ave. Blvd. Etc	N S E W	Unit #	Building Name	Date
<b>Contractor</b> (Include Contact Person)		Address City State, Zip+4 (Permit will be mailed to the contractor's address)				Phone	
<b>Property Owner</b> (Include Contact Person)		Address City State, Zip+4				Phone	
<b>New Building</b> <input type="checkbox"/>	<b>Existing Building:</b> <input type="checkbox"/> Repair <input type="checkbox"/> Alter <input type="checkbox"/> Replace					<b>Estimated Value of Mechanical Work</b> \$	
<b>Commercial</b> <input type="checkbox"/>	<b>Residential</b> <input type="checkbox"/> <b>Number of dwelling units =</b>	<b>Estimated Start Date:</b>					
<b>Estimated Completion Date:</b>							
Check <b>ONLY</b> one category box. A <b>SEPARATE</b> permit is required for each category.		Gas <input type="checkbox"/> Steam/Hydronics <input type="checkbox"/> Factory Built Fireplace/Stove <input type="checkbox"/> → Circle Type: → Fuel Gas or Solid Fuel Oil <input type="checkbox"/> Process Piping Systems <input type="checkbox"/> Refrigeration <input type="checkbox"/> → Refrigerant Type: _____					
<b>For each unit enter: Make</b>		<b>Model</b>			<b>BTU Input</b>		<b>Quantity</b>
<b>Describe scope of work and location (building, floor, area, etc).</b>					<b>TOTAL HEAT LOSS/GAIN (IN BTUs):</b>		
<b>Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be compiled with in performing the work for which this permit is issued.</b>					<b>Condenser Location (check one box below):</b> <input type="checkbox"/> Rear <input type="checkbox"/> Roof <input type="checkbox"/> Side <input type="checkbox"/> Inside		
Print Applicant's Name Here : _____							
Applicant's Signature: _____							
				<b>Permit Number</b> (Office Use Only)		<b>SUMMARY OF FEES</b>	
(Office Use Only)						<b>Permit Fee (Minimum \$70.00)</b>	\$
<b>Approved By:</b>						<b>State Surcharge (Minimum \$0.50)</b>	\$
<b>If you are making payment by credit card you must complete the information below.</b>						<b>Total Permit Fee</b>	\$
<input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover				<b>Expiration</b> → Month / Year			
<b>Enter Account Number</b> →							

Signature of Cardholder: \_\_\_\_\_

If you are paying for your permit by *American Express, Discover, MasterCard or Visa* you may fax your application. The credit card information section at the bottom of the permit form must be filled in and signed.

Our FAX number is 651-266-9124. If paying by check, make it payable to: “City of St. Paul”. Please mail application and check to address at top of permit form.

## **INSTRUCTIONS FOR PERMIT FEE CALCULATION**

Effective: 01/01/2009

### **GAS BURNER OR OIL BURNER:**

Each burner: \$70.00 for the 1<sup>st</sup> 100,000 BTU per hour input or fraction thereof, plus \$13.00 for each additional 100,000 BTU per hour input or fraction thereof. Maximum fee for each individual burner, regardless of input, is \$833.00. Where dual fuel installations are made, the maximum combined permit fee shall not exceed \$1,513.00.

State surcharge is a flat \$0.50 per **permit** not burner.

### **STEAM/HYDRONICS, REFRIGERATION AND OTHER PIPING SYSTEMS:**

Fee is one percent of the total valuation of the work. Value of work must include the cost of installation, alteration, addition and repairs including heat transfer units, accessories to the heating or refrigeration system, including pipe, fittings and all labor, materials and equipment necessary for installation. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by contractor. Minimum fee is \$70.00.

The state surcharge is based on the valuation of the job: \$1.00 to \$1,000.00 is \$0.50.  
\$1,001.00 and up is 0.0005 times the value of the job.

### **FACTORY BUILT FIREPLACES AND STOVES:**

The fee for factory built fireplaces, fireplace inserts and stoves is \$70.00 per unit. Please indicate if the unit is gas or solid fuel fired in the area provided on the form.

State surcharge is a flat \$0.50 per **permit** not per fireplace or stove.

### **TANK INSTALLATION AND TANK REMOVAL PERMITS:**

All permanent tank installations, tank removals, abandoning above or underground shall be permitted through the City of Saint Paul Department of Safety and Inspections/Fire Inspection Division.

**Fire Inspection Contact Person:** Dave Bergman 651-266-8944

However, if the tank is for fuel oil to a heating plant, (boilers or other heating devices) the permit from the Fire Division is applicable only for the tank and piping up to the first valve. The remaining piping from the first valve up to and including the heating appliance will require a separate mechanical permit.

Mechanical Inspectors are in the office to schedule inspections between 7:30 and 9:00 AM every business day. They may be reached at: 651-266-9004.

Permit fee information may be obtained by calling 651-266-9090, Monday – Friday, 7:30 – 4:30.

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